

**ARIZONA DEPARTMENT OF EDUCATION**

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Superintendent of  
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STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 00-018**

**TO:** District and charter school superintendents  
**FROM:** Lyle Friesen, Director  
**DATE:** 10-21-99  
**SUBJECT:** Submitting data files via the SAIS Web site

This note concerns files uploaded to the SAIS file upload Web page. This page is located in the School Finance area of ADE's Web site, at <http://www.ade.state.az.us/schoolfinance/main/districts>. This area is only intended to receive files for data reported for the various SAIS systems. These systems are:

Financial systems:      School district expenditure budgets  
                                 School district revenue budgets  
                                 Charter school expenditure budgets  
                                 School district annual financial reports  
                                 Charter school annual financial reports

Student counts:          Membership/absence reports (40<sup>th</sup> and 100<sup>th</sup> day)  
                                 Special Education Census  
                                 October Enrollment  
                                 Year-end Enrollment  
                                 Limited English Proficiency (not ALCAP reporting)  
                                 Graduation Rate Survey

Staff & transportation:   School District Employee Report  
                                 Transportation Route Report  
                                 Vehicle Inventory

This Web site cannot accept or process file submissions for other ADE reporting systems, such as those for School to Work or ALCAP.

Also, files uploaded to this Web site must be in the prescribed format in order to be processed successfully. For the financial systems, a budget or annual financial report completed using the Auditor General's workbooks is acceptable.

For the student count, staff and transportation systems files generated using the Delrep program from ADE are acceptable. In these areas districts that send us a file created by their own software must include a header record that identifies the system for which data is being submitted. The format of that header record, along with all other details of the required file format, is posted at <http://www.ade.state.az.us/services/mis/filelayout/sais.htm>.